

18 JAN 1974

## CONFIDENTIAL

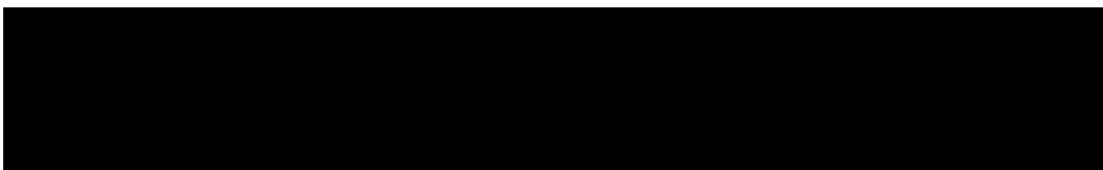
MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report -- Week Ending  
18 January 1974

25X1A 1. Summer Intern Program: We have now received 156 applications for the Summer Intern Program. A record 27 were received on 16 January. This is a fifty per cent increase over last year and three times as many as two years ago. The quality remains as high, and perhaps higher than in previous years. For example, we are seeing many more Ph.D. candidates than in prior years. We received two applications from black students this year. One is the first black woman who has ever applied for the program. Our [REDACTED] recruiters report that three more applications from black students are on the way.

STATSPEC

2. First for a Co-op: A co-op student in OSI from Georgia Tech received a Quality Step Increase last week. To our knowledge, he is the first co-op to receive a QSI.



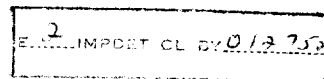
4. APP: We met to review final draft of consolidated Agency APP in preparation of the Director of Personnel's upcoming presentation to the Management Committee.

5. PDP: We met with representatives of the Agency Directorates to provide guidance to them in completing their updated PDP reports on new formats.

25X1A

6. Unit Citations: Forwarded to Regulations Control Staff proposed change to [REDACTED] Honor, Merit and Service Awards, to include provision for Merit Unit Citations.

CONFIDENTIAL



**CONFIDENTIAL**

7. Five-Year Letters to the "Class of '79": Five-year letters were sent to all 233 employees who will attain age 60 in 1979. The breakout was as follows:

22 to supergrade staffers  
174 to other staff employees  
37 to contract personnel

and by Directorates:

DDI - 37  
DD/S&T - 28  
DD/O - 86  
DD M&S - 77  
DCI area - 5

8. External Employment Assistance: A representative of Retirement Affairs Division met on 15 January with the Executive Vice-President of the National Association of Executives of Chambers of Commerce. The Executive Vice-President has working connections with Executive Officers of Chambers of Commerce throughout the country. He promised to send resumes on our people (those whom we recommend) to Executive Officers at the Chambers of Commerce in the locations where they wish to retire and seek employment. He will send the resumes under his own covering letter in which he will ask that assistance be extended to "our man" in his efforts to find employment. His agreement to do all this gives us a tremendous potential for fanning out resumes to areas of interest to our job seekers.

9. DDO Staffing: Plans Staff members met with the Director of Personnel and the Deputy Director of Personnel to review a number of statistical arrays and charts designed to point out some of the major problem areas in planning appropriate staffing of the DDO. We are scheduling a meeting with [REDACTED] CMG MSB, next week to review these materials and to plan joint actions in further studies of the DDO Staffing picture.

10. PASG: We continued our work on developing and implementing arrangements to carry out the PASG recommendations.

-2-

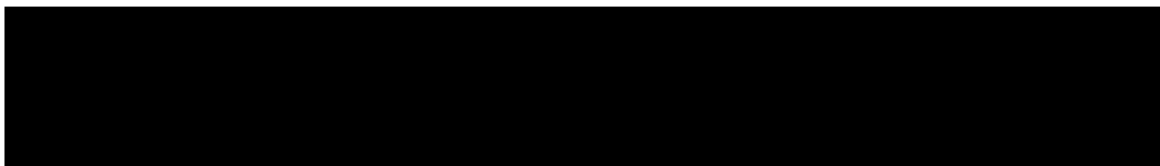
**CONFIDENTIAL**

CONFIDENTIAL

11. Possible NPIC Surplus Exercise: We understand from NPIC that a surplus exercise affecting approximately 14 publications people in NPIC is likely to be launched in the near future.

12. Position Management:

a. In the survey of the Office of Medical Services, audits are nearly completed with only 10 positions remaining to be audited. We expect these to be covered within the next few days.



STATSPEC

c. Six positions in the Regulations Control Staff have been reviewed with the Staff Chief to determine if there is a basis for grade changes.

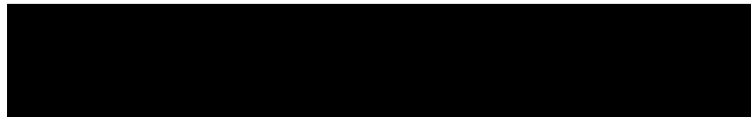
d. Work continued on the development of the final draft of the NPIC survey report. The survey is substantially completed.

25X1A

e. A discussion was held with [redacted] on the restructuring of positions in connection with the Upward Mobility Program.

13. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

25X1A



14. Summer-Only Status Report: We now have 315 applicants. We expect 60 on Saturday, 19 January, for testing and Medical examinations, and we are in the process of contacting another 60 who apparently did not clearly understand that they were to take the initiative and call us to set up medical and testing appointments.

CONFIDENTIAL

**CONFIDENTIAL**

15. Army Reserve: Major William J. Bird, Engineering Team, Readiness Group Lee, Fort Lee, Virginia, will visit MPB on Monday, 21 January 1974. The purpose of his visit will be to offer staff assistance for our Army Reserve Unit. Readiness Group Lee has the mission of advising and assisting the Reserve components (USAR and National Guard) located in the Commonwealth of Virginia.

25X1A

16. Suggestion Awards Program: The DDO presented a \$1,000 award to [REDACTED] Operations Officer, EA Division for her development and refinement of an advanced change in programming procedures for the "Country Based Programming Concept."

17. Income Tax Forms: Federal and state tax forms are in the Headquarters Supply Room and will be available as of 30 January. Also, forms have been sent to the Rosslyn and NPIC areas.

18. ADP Resource Allocation Report: OP response attached.

Things to Come

1. Work on implementation of PASG recommendations as approved by the Management Committee.

2. We expect to continue survey activities and to do more research and evaluation on supergrade policies and practices.

3. Final preparations are being completed for the Annual G. E. H. A. meeting on 23 January 1974.

4. The Employee Activity Association Board of Directors meeting will be held on 24 January 1974.

F. W. M. Janney  
Director of Personnel

Distribution:

Orig & 2 - Addressee

1 - D/Pers/Subject ✓

1 - D/Pers/Chrono

1 - DD/Pers/SP

1 - DD/Pers/R&P

1 - DD/Pers/P&C

OD/Pers/[REDACTED]:kmd (18 Jan 74)

25X1A

**CONFIDENTIAL**